

Assistant Budget Director, Division of Administrative Services
Tennessee Department of Health, Division of Administration Services
Salary Range: \$60, 108 to \$84,144

The Tennessee Department of Health's (TDH) Division of Administrative Services (DAS) is seeking an Assistant Budget Director. This executive service position reports directly to the Budget Director and is responsible for supervising four Budget Management Office staff members.

Responsibilities include:

- Assisting the Budget Director in preparing, reviewing, and finalizing the department's annual appropriations request and presentation information to be used by the commissioner during budget hearings
- Reviewing and certifying funding availability, departmental procurement and purchasing for contracted services
- Reviewing variance reports and spending plans
- Reviewing federal grant applications prior to submission
- Documenting and preparing standard operating procedures of the budget management office
- Learning key processes regarding legislative activity
- Other duties as needed to support department leadership

Education and Experience:

- There is no formal job description for this classification. The job title is executive service and serves at the pleasure of the appointing authority.
- At minimum, graduation from an accredited college or university with a bachelor's degree in business administration or accounting.
- Three years of work experience in governmental operations.

Interested applicants should submit a resume to:

Darla Powell, Director
HR & Records Management
Division of Administrative Services (DAS)
Tennessee Department of Health
Andrew Johnson Tower, 6th Floor
710 James Robertson Parkway
Nashville, TN 37243
(o): (615) 741-6936
darla.powell@tn.gov

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